

# LMACS Enrollment Policy

## GENERAL STATEMENT

Lowell Middlesex Academy Charter School (LMACS) is a public school catering to students who have left school prior to graduation and those at risk of dropping out. A high school, LMACS generally enrolls students 16 to 21 years of age.

Individuals interested in attending LMACS must complete an enrollment application and attend an informational interview session at LMACS in order to earn a place on the school's waiting list. LMACS admits students three times a year before the start of each trimester in August, November, and March.

## APPLICATION PROCESS

Lowell Middlesex Academy Charter School is committed to ensuring that all of its programs and facilities are accessible to all members of the public. We do not discriminate on the basis of race, color, national origin, creed, sex, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special needs, proficiency in the English language or in a foreign language, or prior academic achievement when recruiting or admitting students. Eligible applicants must be residents of Massachusetts.

Lowell Middlesex Academy Charter School advertises application and enrollment processes through the Middlesex Community College mailings to every household in the region and by connecting with various individuals in the community, such as school counselors, probation officers, and other human service providers. Advertising for each enrollment process begins at least one month in advance of the application deadline. The deadline for submitting applications will be one week prior to the lottery. Distributed application and enrollment materials announce that applications are being accepted for the upcoming term, the specific application deadline for each enrollment process and the lottery dates, times and location. Applications can either be mailed to individuals by calling the school or picked up at Lowell Middlesex Academy Charter School at 67 Middle Street, Lowell, MA 01852.

Interested students must apply for admission by completing an application and attending an informational interview with the Director and Assistant Director and/or other school personnel. This interview shall not be designed, intended or used to discriminate. Students who have begun, but who have not completed, the application process will be notified by mail, and will not be considered for admission until the application and enrollment period following their completion of the application process. Applications received after the deadline will be considered during the next application and enrollment period.

## LOTTERY PROCESS

After submitting a complete application and attending the informational interview, the interested student's name will be entered in a lottery that will determine his/her position on the school's waiting list. Lowell Middlesex Academy Charter School's lottery is open to the public and conducted on a regular basis before the start of each term. At least one week's notice will be given prior to the date of each lottery.

- Prior to drawing names, the number of openings in the school is announced.
- An individual without any connection to the school will draw all names for the lottery.
- Applications are sorted into two groups: siblings of students currently in attendance; and residents of Lowell. The lottery for siblings is conducted first, then residents.
- Siblings of students currently in attendance will always receive preference for admission over resident students.

## WAITING LIST

- The waiting list is maintained for a year.
- Spaces are offered to students on the waitlist with sibling priority in the order they were selected in the lottery.
- When an opening is available, students and/or parents are notified by phone and by mail and given a one-week deadline to respond. If they do not respond by the deadline, Lowell Middlesex Academy Charter School moves to the next person on the waiting list.
- If an opening is declined the student and/or parent may have the student's name moved to the bottom of the waitlist for that school year or removed altogether from future consideration for an opening.

## ENROLLMENT

Students who have an enrollment slot are notified by mail of their status following the lottery and have one week from the letter date to accept or decline the spot. Once the spot is accepted every student must complete the process of enrollment to finalize the acceptance (which includes taking an assessment to determine academic placement), or forfeit his or her place at Lowell Middlesex Academy Charter School.

Additionally students must provide proof of Massachusetts residency. Proof of residency includes a valid Massachusetts driver's license or a utility bill.